

## SECTION IV

### MONEY MATTERS

### MILITARY INFORMATION

The precommissioning training pipeline is long and will take many of us to various training commands and locations. As a result, ANCHORAGE Sailors will have extensive travel claims to file. This section will explain the basics of travel entitlements and your responsibilities in order to receive these entitlements. Your understanding of this process will speed up the liquidation of your travel claim by helping you avoid many common pitfalls.

We will cover the following travel topics:

- Orders
- Endorsements
- Receipts
- Per Diem
- Mileage Allowance
- Dependent Travel
- Dislocation Allowance
- Temporary Lodging Expenses
- Geographic Bachelor Travel
- Advances and Settlements
- Pay Entitlements

The minimum guidelines are addressed for each topic. It's unlikely any two travel claims will be alike; if you have questions, please contact the Personnel Office. A few minutes spent now understanding travel entitlements can save you time and money later.

### ORDERS

A word about your **original** orders: PROTECT THEM! They are the only handy record of any advances and endorsements made to you. If they are lost, the office settling your claim will have to take extra time in order to verify advances and endorsements. This is time consuming and certain to cause major delays in processing your claim. If you receive an order modification, ensure you keep ALL original orders.

### ENDORSEMENTS

One of the biggest problem areas in PRECOM travel claims is with endorsements. An endorsement can be a written letter, a

stamp or sticker on your orders, or a computer printout attached to them. Endorsements typically required in PRECOM include:

- Reporting
- Detaching
- Advances/Partial Settlements
- Availability/Non-availability of Government Quarters and/or mess.

Less common, but still required if applicable, is a local mileage authorization letter to personnel who must commute if quarters are not available, or must use their personal vehicle on official business. This is generally called "In and around mileage authorization". If you are entitled, you must contact your detailer for authorization to make payment. This must be done prior to checking in to your ultimate duty station.

**The importance of obtaining endorsements cannot be overstated!** For example: Failure to have a non-availability of quarter's endorsement for a member living in a hotel will result in that member being underpaid for lodging. As is the case with lost original orders, most of these endorsements can be obtained through messages and phone calls. Again, this is time consuming and will delay processing and payment of your claim.

## **RECEIPTS**

Receipts frequently cause confusion among travelers. The receipt requirements for travel are:

- ALL lodging and lodging related receipts (Make sure you have receipts covering the entire period)
- ALL transportation receipts for long distance travel (i.e. airline, bus, and rail tickets). Travel itinerary for commercial travel issued by SATO offices is required. Non-utilization of SATO may prevent reimbursement of tickets.
- ALL receipts for miscellaneous expenses of \$75.00 or more (cabs, local bus, travelers checks, baggage handling, tolls, etc.). If in doubt about whether or not you need a receipt, GET ONE! Keep in mind that ORIGINAL receipts are required. Copies and credit card receipts are not acceptable.

In the event receipts are lost, you must complete a lost receipt statement. The statement requires full name, address, and phone number, as well as the dates and rates of the service provided. As with lost original orders and endorsements, obtaining this information and verifying it takes a good deal of time. This time is money -- Your money!

## PER DIEM BASICS

The purpose of per diem is to offset the cost of lodging, meals, and incidental expenses incurred while performing travel duty or temporary duty away from the permanent duty station. Per diem is not payable in the following instances:

- While TAD/TDY in the area of the ultimate duty station. While on TAD/TDY performed at a location to which the member commutes from permanent quarters.
- While on a period of leave or proceed time.
- While TAD aboard a Government vessel when quarters and mess are available.
- While on a vessel during acceptance trials when quarters and mess are available.

These are situations most likely to affect ANCHORAGE Sailors. Other situations of non-entitlement are found in the Joint Federal Travel Regulations (JFTR).

Per diem rates vary by locality and availability of Government quarters and messing. Proper endorsements on your original orders are CRITICAL in order to get proper pay. Failure to obtain endorsements will cause problems obtaining advances and may result in under payment.

Per diem rates consist of two portions: a lodging portion, and a meals and incidental expenses (M&IE) portion. As stated previously, lodging rates vary widely by locality.

Receipts are not required for meals.

Lodging rates are the maximum allowed. If your cost is less, you will be reimbursed for the actual cost only, as substantiated by your original receipts. The M&IE rates are flat, regardless of your actual costs. Several reminders regarding lodging:

- Lodging costs are not reimbursable when staying with friends or relatives, whether or not payment is made.
- If sharing a room with another service member or Government employee, you will be reimbursed for half of the double occupancy rate. If the person sharing the room is not a service member, you will be allowed the single room rate. You are required to provide the single room rate as a receipt or statement from the lodging facility.
- All lodging receipts must have the name of the establishment, address, phone number, fax number and company or agency.

Members on TDY or TAD who rent a furnished or unfurnished apartment, house, mobile home, travel trailer, etc., are authorized the following items when computing lodging costs:

- a. Rent of the unit.
- b. Rental charge for parking of a mobile home.
- c. Charges for rental furniture.
- d. Cost of connecting utilities.
- e. Dumping fees.
- f. Shower fees.
- g. Cost of maid fees and cleaning charges.
- h. Monthly telephone fees (Not including long distance charges).
- i. If ordinarily included in the price of a hotel or motel room in the area concerned, the cost of special user fees such as cable TV charges and plug in charges for automobile head bolt heaters.

The above items are prorated with a daily rate. This total daily rate is limited to the maximum lodging rate allowable for the locality.

#### **MILEAGE ALLOWANCE PLUS FLAT PER DIEM (MALT PLUS)**

MALT PLUS is authorized for PCS travel between permanent duty stations via temporary duty stations by Privately Owned Conveyance (POC). Do not confuse this with local area travel or regular per diem, which was previously discussed.

Members are granted MALT PLUS at \$0.19 per mile for the entire authorized travel distance. Mileage between duty stations can be found in the "Official Table of Distances," at PSD's and most shipboard disbursing offices.

Flat per diem at \$123 per day is payable for each day of authorized travel time. POC travel time is computed by dividing the mileage between the two duty stations by 350, and rounding up any remainder of 50 miles or more. For example, the official distance from San Diego to Pascagoula is 1899 miles. The MALT PLUS computation is:

Travel Time:	1899/350 = 5.425 rounded to 6 days
MALT:	1899 X .19 = \$360.81
Flat Per Diem:	6 days @ \$123.00 +\$738.00
Total Due:	\$1098.81

\*\*\*\*\*  
**CAUTION: MALT PLUS applies ONLY to POC travel and then only if POC is used for the entire travel!!!**  
\*\*\*\*\*

Travel by commercial means (air, rail, bus) is reimbursed at a rate not to exceed the government's cost of the ticket, plus the M&IE \$92.25, which is 75% of one day of travel per diem.

Flat Per Diem:           \$123.00 / 75% = \$92.25

Travel by air is always one-day travel time for in CONUS travel.

Travel time for crucial surface transportation is calculated by dividing the official mileage by 40 to get the number of hours, then dividing the number of hours by 18. Any excess is rounded up.

Travel by a combination of modes is known as "mixed modes," and is an entirely different computation. Due to its complexity it will be handled on a case by case basis with the individual involved.

#### **DEPENDENT TRAVEL**

Generally, dependents are authorized reimbursement for travel from your last permanent duty station directly to your next permanent duty station. Reimbursement is computed as follows:

By POV

When traveling concurrently with the member. Each dependent is authorized \$0.00 per mile. Only the driver is authorized mileage. Flat per diem is authorized for each day of travel time at a rate of 75% of \$123.00 = \$92.25 per day for persons age 12 and over, and at 50% of \$123.00 = \$61.50 per day for those under 12.

If member and dependent have two vehicles, a second POV is authorized. Entitlement is \$0.19 per mile for the second vehicle, and \$123.00 for driver's per diem and \$92.25 per day for persons age 12 and over, and \$61.50 per day for those under 12.

By Commercial Air.

-Reimbursement is authorized for airfare, not to exceed the Government's cost for the ticket, plus regular per diem. One-day travel time is authorized for air travel in CONUS.

By Commercial Surface (Bus/Rail).

Reimbursement is authorized not to exceed the Government's cost. Regular per diem is authorized for each day of travel. Travel by Mixed Modes.

Like the member's mixed mode travel, it is rather complex, and will be discussed on a case by case basis.

#### **DISLOCATION EXPENSE**

The purpose of Dislocation Allowance (DLA) is to partially reimburse a member for expenses incurred while relocating a household incident to a PCS. The amount payable is below for the applicable pay grade.

Single members are eligible for DLA only if Government quarters are not used at the new permanent duty station. Temporary assignment to government quarters while searching for off base quarters does not void the entitlement, provided this assignment does not last over sixty days. The sixty-day period can be increased by an additional sixty days by the Commanding Officer. **SINGLE MEMBERS TAKE NOTE.** DLA is not authorized for E-5 and below assigned to ships, and is authorized for E-6 and above only if quarters are actually established ashore at the homeport.

#### **PRIMARY DLA RATES 1.4%**

**\* (Effective 1 January 2011)**

**\*Table U5G-1**

<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-10	\$3,479.19	\$4,282.84
O-9	\$3,479.19	\$4,282.84
O-8	\$3,479.19	\$4,282.84
O-7	\$3,479.19	\$4,282.84
O-6	\$3,191.88	\$3,856.31
O-5	\$3,074.19	\$3,717.10
O-4	\$2,848.89	\$3,276.68
O-3	\$2,283.16	\$2,710.91
O-2	\$1,811.10	\$2,314.79
O-1	\$1,525.06	\$2,069.29
O-3E	\$2,465.41	\$2,913.43
O-2E	\$2,095.86	\$2,628.69
O-1E	\$1,802.23	\$2,428.70
W-5	\$2,894.44	\$3,162.77
W-4	\$2,570.44	\$2,899.54
W-3	\$2,160.41	\$2,656.53
W-2	\$1,918.69	\$2,443.90
W-1	\$1,606.05	\$2,113.59
E-9	\$2,111.07	\$2,783.09
E-8	\$1,937.65	\$2,565.41
E-7	\$1,655.43	\$2,381.89
E-6	\$1,498.47	\$2,200.90
E-5	\$1,382.05	\$1,979.41

E-4	\$1,202.32	\$1,979.41
E-3	\$1,179.55	\$1,979.41
E-2	\$958.07	\$1,979.41
E-1	\$854.31	\$1,979.41

#### **DLA RATES**

<b>Grade</b>	<b>Without-Dependent Rate</b>	<b>With-Dependent Rate</b>
O-5	\$3,031.75	\$3,665.78
O-4	\$2,809.56	\$3,231.44
O-3	\$2,251.64	\$2,673.48
O-2	\$1,786.09	\$2,282.83
O-1	\$1,504.00	\$2,040.72
O-3E	\$2,431.37	\$2,873.21
O-2E	\$2,066.92	\$2,592.40
O-1E	\$1,777.35	\$2,395.17
W-5	\$2,854.48	\$3,119.10
W-4	\$2,534.95	\$2,859.51
W-3	\$2,130.58	\$2,619.85
W-2	\$1,892.20	\$2,410.16
W-1	\$1,583.88	\$2,084.41
E-9	\$2,081.92	\$2,744.66
E-8	\$1,910.90	\$2,529.99
E-7	\$1,632.57	\$2,349.00
E-6	\$1,477.78	\$2,170.51
E-5	\$1,362.97	\$1,952.08
E-4	\$1,185.72	\$1,952.08
E-3	\$1,163.26	\$1,952.08
E-2	\$944.84	\$1,952.08
E-1	\$842.51	\$1,952.08

#### **TEMPORARY LODGING EXPENSE**

Temporary Lodging (TLE) is designed to help reimburse a member for temporary lodging obtained prior to detaching from the last permanent duty station and after reporting to the new permanent duty station. The entitlement will not exceed \$290.00 per day. A maximum of 10 days is authorized for transfers within CONUS, 10 days for transfers OUTCONUS to INCONUS, and 5 days from CONUS to OUTCONUS. When reporting to a duty station, you are required to check on Government Quarters/Navy Lodge, use of the Quarters/Lodge is required. Commercial lodging will not be reimbursed without a non-availability endorsement from the Lodge. As is the case with all lodging, ORIGINAL receipts are required. Factors involved in computing TLE include the per diem rate, the number of dependents, the availability of cooking facilities, and the number of days authorized.

#### **GEOGRAPHIC BACHELOR TRAVEL**

This travel is authorized for members separated from their dependents while permanently assigned to the construction site. The entitlement allows for one round trip airline ticket between

the construction site and either the homeport or the dependents' residence. Either the member or the dependent can travel. The trips are earned on or after the 31st day and every 60 days thereafter. The entitlements is **ONLY** between the construction site and the homeport or dependents residence. Travel to any other location voids the entitlement. Also, reimbursement is not to exceed the governments cost for the ticket. As such, it is strongly recommended that you have a ticket issued by the government, rather than purchase your own.

In spite of legal opinions and past PERS-201/OP-134 policy guidance, the DOD Legal Officer has determined that members assigned to precommissioned vessels as TEMDUCFO (Account Code 352) are not entitled to travel from the port of construction to either the site of the future homeport of the vessel, or the area where the dependents of the member are residing. Members permanently assigned to the PRECOM UNIT (Account Code 106) continue to be entitled to travel as described above. This continues until sail away.

After delivery all members with dependents are entitled at the end of the 31<sup>st</sup> day and every 60 days there after until the ship sails away. If you do not use the entitlements prior to sail away you loose the entitlement.

## **ADVANCES AND SETTLEMENTS**

An advance is a payment of travel or per diem made before entitlement is earned. As such, it is an estimate of the amount expected to be earned. After arriving PCS at the ultimate duty station, you will file a travel claim, or settlement. This claim will cover all travel from the last permanent duty station to the ultimate duty station. Your actual entitlement will be computed based on your claim and supporting documents, and any advances paid will be deducted. Any remaining amount will be paid to you. Conversely, any negative amount is an overpayment and must be paid back to the government.

In effect, an advance is a loan. This loan does not become a grant or entitlement, until the travel is complete and the travel claim is filed. Failure to file a travel claim within 10 days of reporting PCS can result in collection of any advances paid.

As a rule, PCS allowances (MALT PLUS, Dependent's Mileage, Flat rate Per Diem, and Dislocation Allowance) are advanced 100%, that is their full amounts. Regular Per Diem, however, is typically advanced at 80% of the estimated entitlement, in a



maximum of 30-day increments. Temporary Lodging Expense (TLE) cannot be advanced, as there is no way to estimate the entitlement.

Overpayments and shortages stem from many causes. Most frequent is the member's failure to obtain receipts, endorsements, or improper completion of the travel voucher. Another significant cause is drawing an advance for dependent travel and then not moving the dependents.

Aboard ANCHORAGE, the member will be notified in all cases of apparent shortages due to possible missing receipts, endorsements, or improperly completed travel vouchers. We will take corrective action after your notification.

In cases of apparent overpayment, we will review the claim and interview the member to ensure all possible entitlements have been considered. The Disbursing Officer will notify overpaid personnel in writing. The letter will list available options to resolve the overpayment.

## **OTHER PAY ENTITLEMENTS**

While not directly related to travel, the following entitlements are often affected during a PCS transfer:

Family Separation Housing (FSH): This entitlement was formerly known as Family Separation Allowance (FSA). Members ordered TEMDU or PERMDU at a location to which family member travel is not authorized may be entitled to FSH. For PRECOM this will most frequently occur for member TEMDU to the PRECOMDET in San Diego, or TEMDU to the PRECOM UNIT as family members are not authorized to TEMDU stations. The separation must be over 30 days, and the current rate is \$250.00 per month. Military married to military are authorized FSH when separated by orders. Only one member may be paid the allowance at a time except when they have mutual dependents residing in the household. Then both members are entitled.

Basic Allowance for Housing (BAH): The rules governing this entitlement are actually fairly straightforward in PRECOM:

a. While TEMDU: BAH is based on your last duty station, regardless of the location of the TEMDU station.

Single Members: If you occupy government quarters or not in government quarters then the BAH will continue to accrue. If your last permanent duty station is the same area of the homeport then your BAH will continue to accrue regardless where you reside.

b. When PERMDU: BAH is based on the new permanent duty station rate. If a member will incur financial hardship due to geobachelor status then a request can be submitted to the Commanding Officer to collect the rate of your dependents residence.

c. Single E-5/4 personnel and below are not entitled to BAH after reporting the ship until the ship arrives at the homeport, unless they have already requested while at the Detachment in a ACC 106 status.

Career Sea Pay/Sea Duty Service Counter: Your Sea Duty Service Counter and Career Sea Pay will commence at Ship Delivery (Ship Custody Transfer). Don't wait until the last minute to review your Leave and Earning Statement (LES) Sea Duty Service Counter for accuracy. If your last permanent duty station was a ship, contact your personnel office to ensure that your counter is restarted and a Premium continuation may be entitled.

#### **DISBURSING AT THE PCD**

At the detachment, PSD San Diego will maintain your pay record. They will hold your records in disbursing and will be your main point of contact for all disbursing issues while in San Diego. If you are in a per diem status while in San Diego, you will fill out a per diem request form when you arrive and that will be submitted for you monthly allowance. You will also need to get a lodging intent form from your lodging location. This form states you intend to stay at the lodging location for the next month (or shorter period of time) and states the room rates for that time. Once you have your lodging intent and your per diem request you will turn them into the PRECOM Admin Office.

When you are preparing to check out of the detachment you must notify PSD approximately two weeks in advance so that you can request travel advances and so they can prepare your records for checkout. Upon final checkout ensure that you obtain a final receipt from your place of lodging, and that you have picked up your original orders, page two and SGLI from PSD.

#### **DISBURSING AT THE PCU**

Upon reporting to the PCU, your orders, page two and SGLI will be maintained by the Personnel Office located at the Unit. If you are assigned to the PCU as PERMDU, the Personnel Office will help you with the final liquidation of your travel claim. Personnel who are assigned to the PCU as TEMDU will have their per diem account maintained by the PRECOM UNIT's Travel Office and per diem will be paid on a 30-day basis automatically.

#### **SHIP'S DELIVERY AND TRAVEL ENTITLEMENTS**

Ship's Delivery is the cut-off date for all per diem entitlements. For TEMDU personnel assigned to the PCD or PCU, the TDY period ends upon delivery, and all travels are considered completed. At this point, the Disbursing Officer will begin the long process of liquidating all remaining travel claims. As delivery approaches we will be providing more information on how this will affect your pay. One point to remember is that TEMDU personnel are not entitled to travel from the construction site to the new homeport. This means that if you are TEMDU to the PCU you are not entitled to move your personal vehicle or baggage to homeport upon delivery in ACC 100. Keep this in mind as delivery and Sail Away approach.

#### **AUTHORITY TO SHIP VEHICLE AND PERSONAL PROPERTY**

All personnel who are ACC 106 at the Unit are authorized to one round trip to the area of the homeport prior to sail away. They are also authorized to ship their vehicle. Those personnel who report to the Unit who orders did not have them report to the area of the homeport are also authorized. Those personnel who came from or TDY at anytime on their orders are not entitled.